

MENDOCINO

Local Agency Formation Commission

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COMMISSIONERS

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County Board of Supervisors

Tony Orth, Vice Chair
Brooktrails Township CSD

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Willits City Council

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John Haschak, Alternate
County Board of Supervisors

STAFF

Executive Officer
Uma Hinman

Analyst
Larkyn Feiler

Commission Clerk
Kristen Meadows

Counsel
Scott Browne

REGULAR MEETINGS

First Monday of each month
at 9:00 AM in the
Mendocino County
Board of Supervisors
Chambers
501 Low Gap Road, Ukiah

Approved by Committee on December 28, 2020

Minutes

Policies and Procedures Meeting

November 24, 2020; 4:00 p.m.

Meeting held remotely via Zoom due to pandemic.

1. CALL TO ORDER & ROLL CALL

Meeting was called to order at 4:06 p.m. by Chair Ward.

Members present: Commissioners Gerardo Gonzalez and Gerald Ward

Members absent: Commissioner John McCowen

Staff present: EO Uma Hinman, Analyst Larkyn Feiler, Counsel Scott Browne

2. MATTERS FOR DISCUSSION & POSSIBLE ACTION

2a) Approval of the September 23, 2020 Policies & Procedures Committee Minutes

Upon motion by Commissioner Gonzalez and second by Chair Ward, the minutes for November 23, 2020 were approved by unanimous vote.

Ayes: Commissioners Gonzalez and Ward.

2b) Policy Development for Spheres of Influence

EO Hinman presented the staff report, which included proposed draft policy language regarding spheres of influence for the Committee's review, and noted that written comments were received from Commissioner McCowen, the City of Ukiah, and the City of Willits and were distributed to the Committee members prior to the meeting. Analyst Feiler provided an overview of Commissioner McCowen's comments.

Sage Sangiacomo, City Manager for the City of Ukiah, provided public comment requesting postponement of the item to allow additional time to review the proposed policies and noted that City staff is ready to engage immediately and in a collaborative manner with LAFCo staff to limit unintended consequences from the proposed SOI policies. Craig Schlatter, Community Development Director for the City of Ukiah, provided public comment in support of Mr. Sangiacomo's request.

Upon motion by Commissioner Gonzalez and second by Chair Ward, the item was postponed, to allow staff time to incorporate Commissioner McCowen's requested changes, to reach out to the City Planning Departments regarding the draft SOI policy language, and to reconvene the Committee in mid-December when Commissioner McCowen and Legal Counsel can attend to further consider the item, by unanimous vote.

Ayes: Commissioners Gonzalez and Ward.

2c) Other Policy & Procedure Update Discussions and/or Recommendations

Chair Ward requested an update on the Electronic Signature Policy at the next Committee meeting.

3. INFORMATION AND REPORT ITEMS

3a) Executive Officer Report (verbal)

EO Hinman noted that the Fee Schedule Update policy is also pending and will be addressed at a future meeting.

ADJOURNMENT

There being no further business, the meeting adjourned at approximately 4:32 p.m.